



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## EDUCATION ACADEMIC PROGRAM CONSULTANT

Job Number: 20001092

Job Code: 53100V000101

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 07/01/1991

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under general direction, provides consultative services and technical assistance to local school system personnel, classroom teachers and other state and private agencies in planning, developing, implementing and evaluating curriculum content within an academic specialty; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a master's degree in education or a related field.

#### **EXPERIENCE:**

Must have five years of professional experience in the field of education.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Current Rank II or Rank I certification by the Kentucky Department of Education or Education Professional Standards Board will substitute for the required educational requirement. Additional professional experience in the field of education will substitute for the required educational requirement on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies, and enforces state and federal laws, rules, regulations and policies relating to instructional program in a specific academic program area. Conducts workshops and provides in service training for teachers and administrators; assists in program implementation and curriculum development. Provides direction related to the implementation and application of standards, regulations and policies relating to K.E.R.A. Assists local school districts in grant writing and completing the necessary requirements for receiving federal funds. Serves as a clearinghouse for information pertaining to academic programs through state, regional and national networks. Provides staff development services to local school districts in an academic area. Monitors program budgetary allocations and expenditures as provided through the Kentucky Department of Education. Provides staff support to other offices within and outside the department concerning unit programs. Develops and markets strategic planning materials for use with local school districts. Conducts strategic planning training workshops for local school districts and provides technical support for such plans. Works with local school district administrators, professional associations and colleges and universities to improve educational programs. Assists with the evaluation and accreditation of schools. Develops and distributes resource materials, curriculum guides and administrative handbooks to local school districts. Writes and submits reports. Serves on committees.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*